



Republic of the Philippines
PROVINCE OF ALBAY
Legazpi City

Office of the Governor

MEMORANDUM ORDER NO. 79

Series of 2020

Date March 13, 2020

TO ALL HEADS OF DEPARTMENT, HOSPITALS AND
EMPLOYEES OF THE PROVINCIAL GOVERNMENT
OF ALBAY

SUBJECT : GUIDELINES FOR ALTERNATIVE WORK
ARRANGEMENTS AND SUPPORT MECHANISMS FOR
ALL EMPLOYEES IN THE PROVINCIAL GOVERNMENT
OF ALBAY

Pursuant to CDC Resolution No. 200081 promulgated on March 11, 2020, the Civil Service Commission issued Memorandum Circular No. 07 s. 2020 providing guidelines for alternative work arrangements and support mechanisms for workers in the Government for the duration of the state of Public Health Emergency pursuant to Proclamation No. 902 and Section 8 of Executive Order No. 7 s. 2020.

A. Scope and Coverage

This Memorandum-Order shall cover all employees, whether regular or otherwise, of the Provincial Government of Albay.

B. Alternative Work Arrangement for all PGO Employees

a. Four –Day Workweek

Employees are required to perform four-day workweek subject to the condition that the number of work hours per day shall be increased from eight hours to ten hours, preferably from 7:30 AM to 5:30 PM.

The PGO shall ensure that all Heads of all departments shall maintain the normal workweek in accordance with MC No. 07 s. 2020 and to require the submission of the approved schedule of the employees.

b. Hospital Personnel

All hospitals under the control and supervision of the PGO shall observe shifting of employees and shall be required 40 hours per week. Shifting shall refer to

the following: 1. Existing 24/7 staffing schedule; and 2. Shifting of assignments to perform frontline services.

C. Support Mechanisms

- a. All department and hospital head shall ensure that the employees providing essential services such as health workers, first responders, frontline service providers, and the like are provided support mechanisms such as the following: a. Mental interventions, b. Stress debriefing, and c. Appropriate technology to minimize face to face contact. To this end, the Personnel Health Office shall see to it that the foregoing support services shall be adequately provided.
- b. All department and hospital head are required to adopt a monitoring mechanism during the implementation of the alternative work arrangements to ensure that public service delivery is not prejudiced. More so, they are directed to distribute their respective office premises.

D. Effectivity

This Memorandum Order shall take effect immediately.

